



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Reclassification of Electric Data Technician/Relief Operator to Utility Service operator - Relief

MEETING DATE: August 19, 1992


PREPARED BY: Joanne Narloch, Personnel Director

RECOMMENDED ACTION: That the City Council approve the reclassification of Electric Data Technician/Relief Operator to Utility Service Operator - Relief.

BACKGROUND INFORMATION: Since the Spring of 1991, the Electric Utility has been reorganizing to increase its efficiency. The reorganization has created the need for reclassification of the Electric Data Technician/Relief Operator class.

This position will be filled by an incumbent operator and will not require additional funding. The salary range for this position will be the same as the Electric Data Technician/Relief operator position.

FUNDING: None


Joanne M. Narloch
Personnel Director

JMN:MER:lra

Prepared By Marlon Robbins, Personnel Analyst

CC9215/TXTA.04P

APPROVED: 

THOMAS A. PETERSON
City Manager



RESOLUTION NO. 92-145

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE RECLASSIFICATION OF ELECTRIC DATA TECHNICIAN/RELIEF
OPERATOR TO UTILITY SERVICE OPERATOR - RELIEF

BB IT RESOLVED, that the Lodi City Council hereby approves the reclassification of Electric Data Technician/Relief operator to Utility Service Operator - Relief as shown on Exhibit A attached hereto. effective August 19, 1992. This position will be filled by ~~an~~ incumbent operator and will not require additional funding. The salary range for this position will be the same as the Electric Data Technician/Relief Operator position.

Dated: August 19, 1992

I hereby certify that Resolution No. 92-145 was passed and adopted by the Lodi City Council in a regular meeting held August 19, 1992 by the following vote:

Ayes: Council Members - Hinchman, Pennino, Sieglock, Snider
and Pinkerton (Mayor)
Noes: Council Members - None
Absent: Council Members - None


Alice M. Reimche
City Clerk

CITY OF LODI

August 19, 1992

UTILITY SERVICE OPERATOR - RELIEFDEFINITION:

Under direction monitors, controls, and takes charge of the City's electric and water distribution system as relief for Utility Service Operators I/II: directs field switching operations; operates computer-based control systems; receives emergency calls; and dispatches appropriate personnel. While not on relief duty, performs duties in support of Electric Utility functions, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a journey level class. It is distinguished from the Utility Service Operator II in that the incumbent provides relief duty for shift operators, and performs additional duties in support of other electric utility functions while not on relief duty.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Utility Operations Supervisor.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Relieve Utility Service Operators on an as-needed basis.
- Monitors and operates the City's electric and water distribution systems.
- Operates SCADA system.
- Operates mobile radio system.
- Prepares switching programs, interruption reports, daily operational reports, etc.
- Receives emergency calls and dispatches appropriate personnel.
- Develops, controls and dispatches switching instructions for both field and substation switching.
- Develops switching procedures for emergency service restoration.
- Maintains system dispatch maps current.
- Maintains various logs and records on facility operations.

EXAMPLES OF DUTIES: (continued)

Performs general cleaning and maintenance work in order to keep facilities in a clean and orderly condition.

Assists in training other operators.

Conducts public awareness seminars pertaining to hazards associated with electrical systems and conservation.

Field checks electrical facilities to verify accuracy of maps, records and databases and makes appropriate corrective field notes.

Corrects and/or develops maps, records and databases from field notes, drawings and diagrams using computer-based equipment.

Assists in obtaining system load data and generates reports.

Operates reproduction equipment.

MINIMUM QUALIFICATIONS:**Knowledge of:**

Electric utility maps, schematics, diagrams and databases, materials and equipment, and methods used in the construction maintenance and operation of electric and water distribution systems.

Safe work practices and procedures.

English usage, spelling, grammar and vocabulary.

Computers, peripheral equipment and software as applied to records and information systems.

Ability to:

Develop, carry out and take charge of switching procedures for the City's electric and water system.

Respond quickly in emergencies and judge situations accurately.

Dispatch appropriate personnel under normal and emergency situations.

Read and interpret various diagrams, devices and computer-generated data.

Maintain accurate records, maps and status board and prepare reports.

Establish and maintain cooperative working relationships.

Effectively communicate via radio, telephone and in writing with other employees, agencies and the general public.

Ability to: (continued)

Maintain professional and courteous demeanor in emergency and other work situations under adverse conditions.

Follow **oral** and written directions.

Speak clearly and decisively.

Work independently.

Prepare material and conduct public **presentations** regarding electrical hazards/safety and conservation.

Audit system maps, **schematics**, diagrams and databases.

Field check distribution system facilities **to** verify the accuracy of existing **records**, drawings and sketches and make appropriate **corrective** notes.

Operate **computers** and **peripheral** equipment in areas of system dispatch **and** control, **record-**keeping, graphics and mapping.

Maintain good **housekeeping** in and around the work area.

Work relief schedules with little or no prior notice.

EDUCATION AND EXPERIENCE:

Any combination equivalent **to** experience and education that would likely provide the required knowledge and abilities would **be** qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

One year experience **as** a journey level operator in electrical utility operations **and** dispatch, and experience in the operation of computer systems.

Experience in water and wastewater utility systems operation and dispatch is desirable.

Must **be** able **to** meet a 20-minute response requirement.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

UTILITY SERVICE OPERATOR - RELIEF

DEFINITION:

Under direction monitors, controls, **and** takes charge of the City's electric and water distribution system **as** relief for Utility Service Operators I/II; **directs** field switching operations; operates computer-based **control** systems; receives emergency **calls; and** dispatches appropriate personnel. While not on relief duty, **performs** duties in support of Electric Utility functions, and **does** related **work** as required.

DISTINGUISHING CHARACTERISTICS:

This is **a** journey level class. It is distinguished from the Utility Service Operator II in that the incumbent **provides** relief duty for **shin** operators, and performs additional duties in support of other electric utility functions while not on relief duty.

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Operates mobile radio system.

Prepares switching programs, interruption reports, daily operational reports, etc.

Receives emergency **calls** and dispatches appropriate personnel.

Develops, controls and dispatches switching instructions for both field and **substation** switching.

Develops switching **procedures** **for** emergency service restoration.

Maintains system dispatch maps current.

Maintains various logs and **records** on facility operations.

EXAMPLES OF DUTIES: (continued)

Performs general cleaning and maintenance work in order to keep facilities in a clean and orderly condition.

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Conducts public awareness seminars pertaining to hazards associated with electrical systems and conservation.

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RESPONSE REQUIREMENT:

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